



AN AASIS TRAINING GUIDE

STIPEND PAYMENTS

FOR

BOARD AND COMMISSION MEMBERS

TUTORIAL



RESPONSIBILITY

- **Agency Personnel Management Role**
 - Hire a Board and/or Commission member into a designated position.
 - Create and save Infotype 9554 (Board & Commission Member Tracking) in the hiring process for record tracking. **You must create this infotype whether you pay the member a stipend or not.**
- **State Personnel Management Role (OPM)**
 - Process the Rehire action for Board and Commission members.
- **Agency Payroll Systems Management role**
 - Create Infotype 0015 (Additional Payments) to pay a stipend to Board and Commission members.



Demonstration

STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS (PA30)

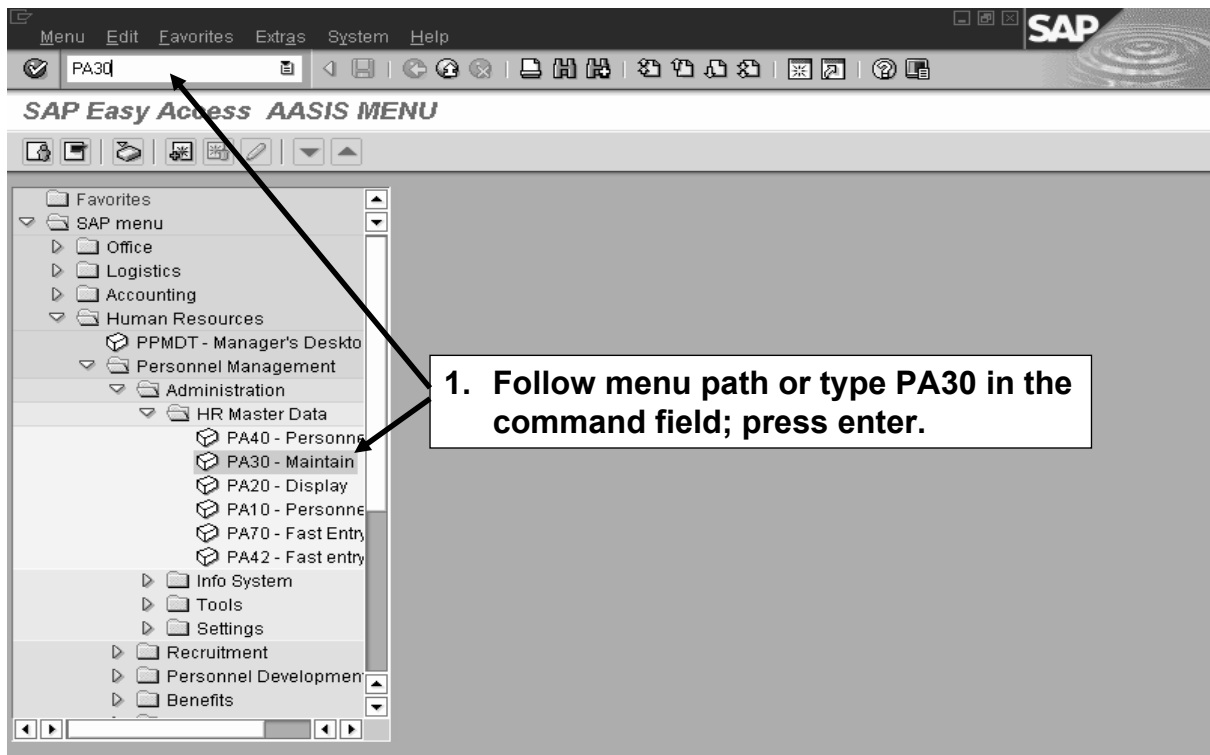
**Remember only Non State Employee
Board Members are eligible to
receive a stipend.**



The Agency Payroll Systems Management role has authorization to create this infotype in order to pay stipends to Board and Commission Members.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS



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The menu path is Human Resources > Personnel Management > Administration > HR Master Data > Maintain.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 2434
Name Moons Elizabeth
EE group 7 State Extra/Sea... Pers.area FA04 DFA
EE subgroup U0 Hourly Cost Center 383230 ZOO

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E...
Actions ☒
Personal Data ☒
Organizational Assignment ☒
Addresses ☒

Period
Fr. To
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ Last week
☐ Last month
☐ Current Year
Choose

Communication

Direct selection
Infotype 0015 STy

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Always verify the employee's name **before** processing any master data change.

Infotype 0015 is Additional Payments.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 2434

ers.area FA04 DFA
ost Center 383230 ZOO

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E...
Actions ✓
Personal Data ✓
Organizational Assignment ✓
Addresses ✓
Basic Pay ✓
Family Member/Dependents
Residence Status
Additional Personal Data
Communication

Period
● Period
Fr. To
○ Today ○ Curr.week
○ A11 ○ Current month
○ From curr.date ○ Last week
○ To current date ○ Last month
○ Curr.period ○ Current Year
Choose

Direct selection
Infotype 0015 STy

4. Click to create.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS


Infotype Edit Goto Extras System Help

SAP

Create Additional Payments

Personnel No 2434 Name Moons E...
EE group 7 State Extra/Seaso... Personnel ar FA04 DFA
EE subgroup U0 Hourly SSN 999-19-4488

Additional Payments

Wage type 
Amount
Number/unit
Date of origin 07/30/2005
Default Date
Assignment number
Reason for Change

5. Click the drop-down icon.

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If you know the wage type number, you may enter it in the 'Wage Type' field instead of using the drop down.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

Create Additional Payments

Infotype: Edit Goto Extras System Help

Wage Types for Infotype "Additional Payments" (1) 46 Entries Found

Restrictions

Person

EE gro

EE sub

WT	Wage Type Long Text	Start date	End Date
1155	NC TAX BENFT Per Use Car	01/01/1900	12/31/9999
1156	AHRMS/AASIS Earning ADJ.	01/01/1900	12/31/9999
1157	Semi Mth Earn Adjustment	01/01/1900	12/31/9999
1158	Clip Bonus- Manual calc	01/01/1900	12/31/9999
1159	Reg. Concurrent Emp.	01/01/1900	12/31/9999
1160	House of Rep.Allow. Exp.	01/01/1900	12/31/9999
1161	Ex Help Concurrent Emp.	11/24/2002	12/31/9999
1162	ASP Fed OT Payment	01/01/1900	12/31/9999
1163	60.00 Stipend Board/Com	06/19/2005	12/31/9999
1164	85.00 Stipend Board/Com	06/19/2005	12/31/9999
1165	110.00 Stipend Board/Com	06/19/2005	12/31/9999
1166	Earnings Reduction Ret Eng.	01/01/1900	12/31/9999
1208	Nat. Guard Emer/NonEmer	01/01/1900	12/31/9999
2650	Workers' Comp recovery	01/01/1900	12/31/9999
2660	ADC Ded for Misc Reasons	01/01/1900	12/31/9999
2662	Health Dept. P/R deduct	01/01/1900	12/31/9999
2663	ASB Payroll Deduction	01/01/1900	12/31/9999
2664	ASD Payroll Deduction	01/01/1900	12/31/9999
2666	DCC Payroll Deduction	01/01/1900	12/31/9999

46 Entries Found

6. Double-click the appropriate wage type.

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The three wage types associated with stipends are:

Wage Type

Description

1163

60.00 Stipend Board/Com

1164

85.00 Stipend Board/Com

1165

110.00 Stipend Board/Comm

Note: You must use the correct wage type based upon legislation of your Board or Commission for the authorized amount even if you pay less than authorized.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

Infotype Edit Goto Extras System Help

SAP

Create Additional Payments

Personnel No 2434 Name Moons E ...
EE group 7 State Extra/Seaso... Personnel ar FA04 DFA
EE subgroup U0 Hourly SSN 999-19-4488

Additional Payments

Wage type 1163
Amount 60.00
Number/unit
Date of origin 07/30/2005
Default Date
Assignment number
Reason for Change

7. Type amount.

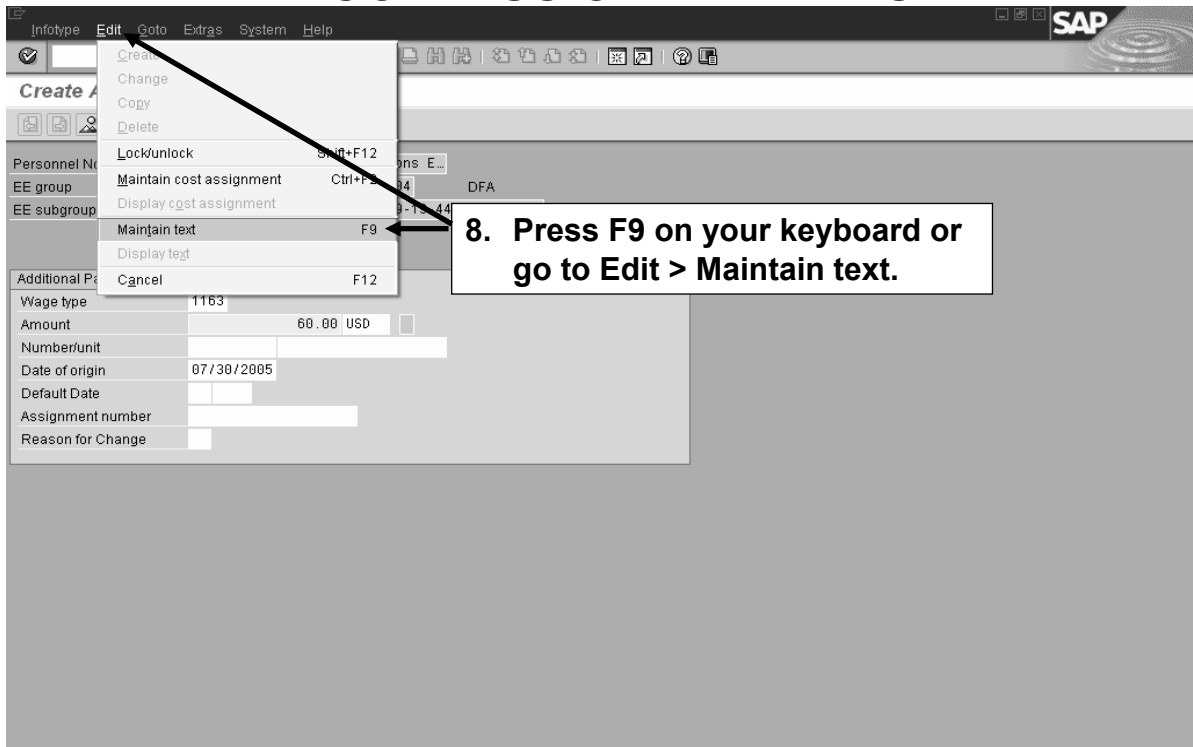
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Type the actual amount to be paid.



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You can add on-line notes to the record such as:

- When the Board met
- How much the Board agreed to pay the member



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

The screenshot shows the SAP HRAPAY interface. At the top, there is a menu bar with 'Table', 'Edit', 'Goto', 'Utilities', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. A callout box labeled '10. Click save.' points to the save icon in the toolbar. The main area is a text entry field with the text 'The Board voted and agreed to pay member \$60'. A callout box labeled '9. Type desired message here.' points to this text area.

Table Edit Goto Utilities System Help

10. Click save.

Text

The Board voted and agreed to pay member \$60

9. Type desired message here.




STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

Infotype Edit Goto Extras System Help SAP

Create Additional Payments

Personnel No 2434 Name Moons E...
EE group 7 State Extra/Seaso... Personnel ar FA04 DFA
EE subgroup U0 Hourly SSN 999-19-4488



Additional Payments

Wage type 1163 60.00 Stipend Board/Com
Amount 60.00 USD
Number/unit
Date of origin 07/30/2005
Default Date
Assignment number
Reason for Change

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The Maintain text icon will appear on your screen indicating additional information concerning this infotype exists.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

Create Additional Payments

Personnel No: 2434 Name: Moons E...
EE group: 7 State Extra/Seaso... Personnel ar: FA04 DFA
EE subgroup: U0 Hourly SSN: 999-19-4488

Additional Payments	
Wage type	1163 60.00 Stipend Board/Com
Amount	60.00 USD
Number/unit	
Date of origin	07/30/2005
Default Date	
Assignment number	
Reason for Change	

11. Accept the default date or type desired date.

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You can change the date to a date within a future payroll but never in a previous payroll.

The Date of Origin MUST be a date within the payroll period you want the payment to occur. The end date of the current payroll period will default.



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

12. Click green check to validate entries.

13. Click save.

Additional Payments

Wage type	1163	60.00 Stipend Board/Com
Amount	60.00	USD
Number/unit		
Date of origin	07/30/2005	
Default Date		
Assignment number		
Reason for Change		



STIPEND PAYMENTS FOR BOARD AND COMMISSION MEMBERS

The screenshot shows the SAP HR master data maintenance interface. The title bar includes 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. The main window is titled 'Maintain HR Master Data'. Below the title bar, there are icons for various functions. The main area displays the following data:

Personnel no.	434		
Name	Moons Elizabeth		
EE group	7	State Extra/Sea...	Pers.area FA04 DFA
EE subgroup	U0	Hourly	Cost Center 383230 ZOO

Below the data fields, there are tabs for 'Personal Data', 'Addtl. Employee Data', 'Employment Issues', and 'Career Manage...'. The 'Personal Data' tab is active. It contains a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has radio buttons for 'Today', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is at the bottom of the 'Period' area. Below the 'Period' area, there is a 'Direct selection' section with fields for 'Infotype', 'Additional Payments', and 'STy'. At the bottom of the screen, a status bar shows 'Record created' in a box, followed by 'ETR (2) (520)', 'sapetr', and 'OVR'.

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You should receive message 'Record created'.